

5.6. In communicating the sanctions to parts of projects accorded under the provisions of paragraphs 5.4 and 5.5, the sanctioning authority should also intimate to the Audit Officer the amount administratively approved for the whole project.

### III—COMMENCEMENT OF WORK IN ANTICIPATION OF THE ORDERS ON THE PUBLIC WORKS BUDGET

5.7. Pending receipt of intimation of the budget grant for the year, disbursing officers in the Public Works Department are authorised to undertake work and incur expenditure, subject to the following limits :—

- I. All original works in progress at the end of the previous financial year may be continued.
- II. All original works for which an appropriation was made under proper authority in the budget estimate of the past year, but which may not have been begun in that year, may be commenced in the new year ; the expenditure on account of any such work, in anticipation of orders on the budget estimate, not being allowed to exceed the amount of the previous year's appropriation or the amount entered in the budget estimate of the current year, whichever is less.
- III. Expenditure may be incurred on annual repairs to the extent of the previous year's allotment under each of the budget sub-heads, provided that it does not exceed that entered in the budget estimate of the current year.
- IV. Expenditure may be incurred under 'Pay of Officers' and 'Pay of Establishment' according to the scales sanctioned and provided for by the vote of the Punjab Legislative Assembly in the current year ; also for casual temporary establishment at the average monthly rate of the current year.
- V. Expenditure on travelling allowance, contingencies and tools and plant may be incurred at the average monthly rate of the previous year.

NOTE.—As a matter of course all expenditure incurred under these rules in anticipation of sanction to the annual budget estimate must be treated as a charge against the grants eventually made.

## B—POWERS OF GOVERNMENT IN THE ADMINISTRATIVE DEPARTMENTS

NOTE.—In the following paragraphs, the term "Public Works Department" should be held to include the "Electricity and Industries Departments" which exercise the powers of an Administrative Department in respect of the Electricity Branch.

### 1—ADMINISTRATIVE APPROVAL

#### (a) Residential Buildings other than Ecclesiastical

5.8. Government in the Administrative Department concerned may accord administrative approval to the construction, purchase or conversion of buildings required as residence for officers connected with the administration of the province (excluding residences for His Excellency the Governor and those required for Ecclesiastical and other Central Departments) up to the extent and subject to the conditions laid down in serial No. 6 of paragraph 19.19, Book of Financial Powers, and in accordance with the principles set forth in paragraph 3.23 of this Code. Administrative approval to cases of expenditure beyond the limit referred to above will be accorded by Government in the Administrative Department concerned only with the prior concurrence of the Finance Department. The scale of accommodation appropriate to the status of the prospective occupant may be prescribed by Government in accordance with any standard designs suitable for the various classes and grades of Government officers.

(2) Applications for administrative approval for expenditure on additions and alterations to existing residential buildings should be submitted by the Head of Department concerned giving reason why the proposals are brought forward to Government in the Public Works Department, Buildings and Roads Branch, which is the Administrative Department for purposes of according administrative approvals in such cases. The above rule, however, does not apply to the Forest Department—*vide* Serial No. 7 of paragraph 19.19, B. F. P., in the case of which applications for administrative approval should be submitted to the Administrative Department concerned.

In the case of Irrigation and Electricity Branches, applications for administrative approval to expenditure on additions

and alterations to existing residential buildings belonging to the Branch, giving reasons in support of the proposals, should be submitted to the Chief Engineer of the Branch concerned, to whom powers have been delegated under paragraph 20.14 of the Book of Financial Powers. If the expenditure involved is beyond the limit of his powers and the proposals are justified, the Chief Engineer will obtain the approval of Government in the Administrative Department.

(3) Expenditure on a residential building should, by strict economy of design, be, as far as possible, confined to such a figure that the rent as calculated under the Fundamental Rules shall fall within 10 per cent in the case of major works and 12½ per cent in the case of minor works of the average emoluments of the class of Government servants who will usually occupy the building, calculated with reference to the revised scales of pay, since any outlay in excess of that limit involves loss to Government.

(4) In the case of an official residence except that of a menial whether newly constructed, purchased or hired, *punkhas* with their fittings (see paragraph 3.4) may be supplied, if asked for, in all rooms which are ordinarily used by occupants, such as office, drawing, dinning, dressing and bed rooms, studies and boudoirs and maintained by the Government. All other *punkhas* such as in the compounds, etc., and fittings should be provided and maintained by the tenant.

(5) (a) The Government does not undertake to maintain gardens attached to Government residential buildings (including leased buildings) other than those occupied by His Excellency the Governor, but the cost of planting shade trees, and of transplanting soil in such portion of the compound as is meant for a garden, can be debited to public funds as capital expenditure on the property. Superintending Engineers (or Chief Engineer in the case of the Electricity Branch) and Divisional Officers when preparing estimates for the construction of such buildings should see that the items enumerated below, or as many of them as are considered necessary, are provided for in them :—

- (i) levelling ground,
- (ii) constructing approach roads and culverts,
- (iii) planting shade trees and hedges,

- (iv) transplanting soil,
- (v) sinking a well,
- (vi) constructing irrigation channels, and
- (vii) erecting boundary pillars.

(b) Item (i) includes terracing where necessary, and preparing ground for sowing grass, planting shrubs, etc., but the actual sowing and planting should be done by the tenant.

(c) The cost of items (i), (iii), (iv), and (vi) should not exceed Rs. 100 per acre of land included in the compound.

(d) In the event, however, of no one being either in occupation of a residence or responsible for the rent, or if the officer responsible for the rent has received permission to reside elsewhere and the residence is unoccupied, the pay of a suitable establishment, not exceeding one *mali* or one coolie, may, with the special sanction of Government in the Public Works Department, be charged to the annual repair estimate of the building.

(6) The provision of fowl-houses and sheds or shelters of any kind for cows, sheep, poultry, etc., at the expenses of Government, is not ordinarily admissible, but these restrictions do not apply to buildings acquired in Simla for the accommodation of the Punjab Government officials, provided the full rent on the outlay involved is recovered from the tenant.

NOTE.—The provisions of sub-paragraphs (3), (4), (5) (b), (c) and (d) and (6) above do not apply to the residences of His Excellency the Governor.

5.9. Government may, at its discretion, sanction the provision and maintenance of tennis courts at the official residences of Commissioners and other high officials who have heavy obligations in the way of entertainment, as also for any other official residences for which tennis courts are considered necessary, provided that the authorised limit of the capital cost of the residence admits of the further expenditure involved and that the rent is increased so as to cover both interests on the capital outlay incurred, and average actual maintenance charges for the past three years.

**Chap. V.] POWERS OF SANCTION—GOVERNMENT IN THE [ 5.10  
ADMINISTRATIVE DEPARTMENTS**

The charges which may be admitted in connection with the provision and maintenance of tennis courts are :—

A—In regard to courts in the plains :—

- (1) Construction of the court and of retaining walls where necessary ;
- (2) Surfacing of the court with *bajri*, grass, cement, etc., at the time of construction.

B—In regard to courts in the hills—

- (1) and (2) as in section A above ;
- (3) provision and erection of posts and wirenetting for the purpose of enclosing the court and of permanently fixed posts for suspending lawn tennis nets ;
- (4) provision and erection of fixtures and appurtenance for hanging screens ; and
- (5) maintenance of items (3) and (4) only.

The cost of providing and renewing tennis nets, the marking of courts, the provisions of screens, the maintenance of the surface of the courts and also the maintenance of items (3) and (4) in section B above, in so far as they relate to the courts in the plains, should, on no account, be admitted as a charge against the Government.

NOTE.—For the purpose of these rules, the maintenance charges shall be revised after every three years.

(b) *Other Public Works (other than Ecclesiastical)*

**5.10.** Government in the Public Works Department and other Administrative Departments may approve administratively expenditure on public works for their own departments other than residential buildings or ecclesiastical works up to the limits and subject to the conditions laid down in serial Nos. 1—5 of paragraph 19.19 Book of Financial Powers. In other cases, concurrence of the Finance Department will be necessary.

NOTE.—The Heads of Departments and other Local authorities are also empowered to accord administrative approval to such works, relating to their respective departments, up to the limits laid down in para 20.14 of the Book of Financial Powers.

## II—TECHNICAL SANCTION

(a) *General*

**5.11.** In the case of works financed partly by Government and partly by contributions, the application of the limits given in paragraphs 5.12 to 5.25 shall be determined by the following considerations :—

- I. If the work is undertaken by and on the responsibility of Government, *i.e.*, if Government is to be the eventual owner of the work, the limits apply only to the share of the cost which is met by Government.
- II. If the work is undertaken on the responsibility of a local body, *i.e.*, if the local body is to be the eventual owner of the work, the financial assistance given by Government is treated as a grant-in-aid. If the local body entrusts the execution of the work to the Public Works Department in accordance with the rules for deposit works, that department or any other subordinate authority to whom such powers may be delegated, will be responsible for the technical sanction to the estimate and the provisions of paragraphs 2.110 and 2.112 will apply.

(b) *Original Works*

**5.12.** Government in the Public Works Department has full powers to accord technical sanction to detailed plans and estimates for projects and other original works other than central, provided the requisite administrative approval as required by paragraphs 5.8 to 5.10 and the rules in Appendix V, has been previously accorded by competent authority and the amount of the estimate does not exceed the figure of administrative approval beyond the permissible limits,—*vide* paragraph 27.

**5.13.** No authority lower than Government, with the assent of the Finance Department, can sanction an original project estimate for an Irrigation, Navigation, Embankment or Drainage work.

**Chap. V.] POWERS OF SANCTION—GOVERNMENT IN [ 5.14—5.17  
THE ADMINISTRATIVE DEPARTMENTS**

(2) Government in the Public Works Department, Irrigation Branch, is competent to sanction estimates chargeable to the open capital account of a completed project up to the limits given below :—

Serial No. 4 of Rule  
9.3 of D. F. R.

- (a) Works which are necessary for the full development of the project, but are not in themselves directly remunerative (except rest-houses and inspection bungalows) up to Rs. 1,00,000 for works alone.
- (b) Works which are directly remunerative in themselves up to Rs. 2,00,000 for works alone.

NOTE.—Estimates for higher amounts will also be sanctioned by Government in the Public Works Department after they have received approval by the Finance Department.

**5.14. Public Works Department Officers in the Punjab** have the same powers to accord technical sanction in respect of central civil works (including Post and Telegraph works) as may be delegated to them for Provincial works.

Government of India,  
Department of Industries and Labour P. W. Branch, No. Genl. 151 (6), dated 7th May, 1928.

**5.15.** The powers of Government in the Public Works Department to sanction estimates for military works are governed by the orders issued by the Central Government.

**5.16.** The powers of Government in the Public Works Department as regards technical sanction to Famine Relief works are the same as for other Provincial Civil Works.

(c) *Extensions and Improvements of Irrigation, Navigation, Embankment and Drainage Works*

**5.17.** The powers of Government in the Public Works Department to sanction estimates for extensions and improvements of Irrigation, Navigation, Embankment and Drainage works which are chargeable to capital are limited to their powers to accord sanction to works chargeable to the open capital account of the project. In the case of extensions

Serial No. 5 of  
Rule 9.3 of  
D. F. R.

and improvements other than expenditure in connection with a building intended to be used as the residence of a Government servant, which are chargeable to revenue under Public Works Account Code, Appendix 4 Statement A, their power of sanction is limited to Rs. 4,00,000.

NOTE.—Estimates for higher amounts will also be sanctioned by Government in the Public Works Department after they have received approval by the Finance Department.

(d) *Renewals and Replacements*

5.18. In the case of renewals and replacements of civil works, the powers of Government in the Public Works Department are the same as for original works under paragraph 5.12.

5.19. The powers of Government in the Public Works Department to sanction estimates for renewals or replacements of Irrigation, Navigation, Embankments or Drainage works are, in respect of such portion of the cost as may be chargeable to Capital, the same as they are empowered to exercise in the case of works chargeable to the open capital account of the project in question,—*vide* paragraph 5.13 (2). In respect of such portion of the cost as may be chargeable to revenue, their powers are limited to the amount given in paragraph 5.17. Should either of these limits be exceeded, or should the aggregate estimated cost of the works exceed the limit given in paragraph 5.17, the sanction will be accorded with the concurrence of the Finance Department.

(e) *Maintenance and Repairs*

5.20. Government in the Public Works Department is competent to deal finally with all estimates for *bona fide* maintenance and repairs including special repairs.

(f) *Supplementary and Revised Estimates*

5.21. Government in the Public Works Department is empowered to sanction supplementary and revised estimates provided the amount of the revised estimate and, in the ca



Chap. V.] POWERS OF SANCTION—GOVERNMENT IN [5.22—5.27  
THE ADMINISTRATIVE DEPARTMENTS

of supplementary estimates, the amount of the supplementary estimate when added to that of the original estimate, does not exceed the amount of administrative approval for the project, beyond the permissible limit of 5 per cent,—*vide* paragraphs 2.7 and 5.24.

5.22. No excess over a revised estimate sanctioned by Government in the Public Works Department can be sanctioned without the concurrence of the Finance Department.

5.23. In cases where a substantial section of a project originally sanctioned by Government has been abandoned, the aggregate assumed cost of the works included in that section should be excluded from the total sanctioned estimate before determining the amount of the additional charge or the excess over the estimate. *See* paragraph 2.93.

5.24. Government in the Public Works Department is empowered to sanction an estimate technically, if the technical sanction exceeds the amount of the financial sanction by a sum not exceeding 5 per cent. *See* also paragraph 2.117.

5.25. Government in the Public Works Department, Buildings and Roads Branch, is competent to sanction expenditure in any one year on the maintenance, improvement, etc., of the two residences of His Excellency the Governor up to the limits and subject to the conditions laid down in paragraph 3.26 of this Code.

### III—STORES

5.26. Government in the Public Works Department has full powers to purchase stores in accordance with the store purchase rules issued by the Punjab Government,—*vide* Appendix VIII.

5.27. The powers of Government in the Public Works Department in regard to the purchase of livestock and to the purchase, manufacture and repair of articles included under the minor head "Tools and Plant" except the purchase of motor vehicles, are restricted to Rs. 40,000 in any one case. The above limit does not apply in the case of sanction to an estimate to cover a book transfer from one unit of a sanctioned Project to another.

Serial No. 1 of Rule  
9.2 of D. F. R.

5.28. Chief Engineers in the Public Works Department are authorised to write off finally the irrecoverable value of stores lost by fraud or the negligence of individuals or other causes up to a limit of Rs. 5,000 in each case, and to write off losses of stock due to depreciation as opposed to actual losses up to Rs. 25,000 as per Serial Nos. 1 and 2 respectively of paragraph 19.12 of Punjab Financial Rules.

#### IV—REMISSION OF DEPARTMENTAL CHARGES

5.29. Government in the Public Works Department is competent to waive recovery of departmental charges for Establishment and Tools and Plant on non-Government works executed in the Public Works Department, provided the actual works outlay is less than Rs. 1,000.

Para 19.16 (item 6). B. F. R.

NOTE 1.—These powers have been delegated to the Deputy Chief Engineer, Electricity Branch, and the Superintending Engineers in the Irrigation and the B.&R. Branches,—*vide* Serial No. 36 of para 20.12, B.F.P.

NOTE 2.—The Government of India having regard to the established convention in regard to petty claims as between different Governments, have decided that in the case of non-Government works estimated to cost less than Rs. 1,000 which have been exempted from the levy of departmental charges by competent authority the charge of 1 per cent on account of audit and accounts establishment need also not be levied.

Government of India, Finance Department, No. D.-2016-A., dated 20th September, 1928

#### V—MISCELLANEOUS POWERS

5.30. The miscellaneous powers exercised by Government in the Public Works Department are detailed in Chapters 9 and 19 of the Book of Financial Powers, Chapters 7 and 26 of the Subsidiary Rules and Chapters 2 and 3 of the Travelling Allowances Rules.

5.31. Powers of the Chief Engineers, Superintending Engineers, Divisional Officers and Sub-Divisional Officers in the matter of according financial and other sanctions are given in Chapters IX and X of Financial Hand book No. 3, Departmental Financial Rules, Chapter 27 of the Subsidiary Rules and Chapter 3 of the Travelling Allowance Rules.

**Chap. V. ] POWERS OF SANCTION—GOVERNMENT IN THE [ 5.31**  
**ADMINISTRATIVE DEPARTMENTS**

---

In addition to the above, the Chief and Superintending Engineers, the Deputy Chief Engineer, Electricity Branch, and the Divisional Officers exercise the following powers also—

*Chief Engineers*

To authorise the undertaking of deposit works without limit, subject to rules in paragraphs 2.110 to 2.113.

*Superintending Engineers*

(1) To sanction necessary alterations in the constructive details of works during their executions, provided that such alterations do not cause an increase of charge beyond the limit of their powers to deal finally with excesses over estimates,—*vide* Serial No. 26 of paragraph 20.15 B.F.P.

(2) To sanction deposit works up to the limit of Rs. 1,00,000, provided the rules in paragraph 2.110 to 2.113 are strictly observed.

(3) To sanction emergent repairs to irrigation or other works to any reasonable and necessary amount in case of imminent danger to the structure.

(4) To pass indents on other Departments for articles required for sanctioned works and to forward indents for European stores direct to the Director-General of Stores, India Office for all sanctioned works. *See* the Store Rules issued by the Punjab Government (Appendix VIII).

(5) To permit alteration in declared date of birth due to clerical errors,—*vide* Article 62 (1) (b) of the Civil Account Code, Volume I.

*Divisional Officers*

(1) To sanction trifling alterations in the constructive details of work during their execution in case of necessity reporting as a general rule, his action to the Superintending Engineer or Chief Engineer, Electricity Branch, as the case may be.

(2) To undertake deposit works up to the following limits subject to the rules laid down in paragraphs 2.110 to 2.113 :—

	Irrigation Branch	Buildings and Roads Branch	Electricity Branch
	Rs.	Rs.	Rs.
Selected Officers ..	10,000	10,000	10,000
Non-selected Officers	5,000	5,000	5,000

(3) To purchase or manufacture stock sufficient to keep the stock of the Division up to the reserve limit or which may be required for use on any sanctioned work (paragraph 4.30).

NOTE.—In the case of Electricity Branch the powers of Divisional Officers shall be subject to such restrictions as may, from time to time, be imposed by the Chief Engineer under the Central Purchasing Scheme.

(4) To submit to audit, bills of contingent charges of their Divisions, excluding special contingencies (Articles 82 of the Civil Account Code, Volume I), up to a limit of Rs. 600 per month, bills exceeding Rs. 600 to be submitted to the Superintending Engineer, as the case may be, for sanction which will be signified by that officer countersigning the bill.

---

**APPENDICES**

---

APPENDIX I

(Referred to in paragraph 2.76)

CLASSES OF DEEDS, CONTRACTS AND OTHER INSTRUMENTS  
AND THE OFFICERS AUTHORISED TO EXECUTE THEM  
FOR AND ON BEHALF OF THE GOVERNOR OF THE  
PUNJAB

*A—In the Department of Agriculture*

9. Leases for fishing canals . . . . .
- By the Executive Engineer in charge of the canal division concerned ; or by any Sub-Divisional Officer specially appointed by the Executive Engineer for the purpose.

*J—In the Public Works Department (Buildings and Roads and Irrigation Branches)*

- |   |   |
|---|---|
| 1. Instruments relating to the purchase, supply and conveyance or carriage of materials, machinery and Stores.  | } By Chief Engineers, Superintending Engineers, Divisional Officers of the Irrigation Branch, Executive Engineers of the Buildings and Roads Branch, Electrical Engineers and (if the value does not exceed Rs 2,000) by Assistant or Assistant Executive Engineers of the I.B. and Sub-Divisional Officers of the Irrigation and Buildings and Roads Branches. |
| 2. Instruments relating to the execution of Works of all kinds connected with buildings, bridges, roads, canals, tanks, reservoirs, embankments and protection works: instruments relating to the construction of waterworks, bore-holes, sewage and drainage works and the erecting and installation of machinery and the working of coal mines. |   |
| 3. Bonds of auctioneers and security bonds for the due performance and completion of Works.   | } By Chief Engineers, Superintending Engineers, Divisional Officers of the Irrigation Branch, Executive Engineers of the Buildings and Roads Branch and Electrical Engineers.   |
| 4. Security bonds for the due performance of their duties by Government servants whom the officers specified have the power to appoint.   |   |

- |  |   |
|--|---|
| <p>5. Leases for grazing cattle on canal banks or roadsides, for fishing in canals, for the cultivation of land under the Irrigation Department and sewage farms ; leases of water for irrigation and other purposes and leases of water power, and instruments relating to the sale of grass, trees or other produce on roadsides or in plantations, sewage farms and vacant plots.</p> | <p>By Chief Engineers, Superintending Engineers and Divisional Officers.</p>                        |
| <p>6. Leases of houses, land or other immovable property, provided that the rent reserved does not exceed Rs 5,000 a month. This includes leases of private buildings leased for Government purposes.</p>  | <p>By Chief Engineers, Superintending Engineers and Executive Engineers.</p>                        |
| <p>7. Instruments connected with the reconveyance of property given as security.</p>   |   |
| <p>8. Agreement for the recovery of fines on account of driftwood and other timber passing into a canal.</p>   |   |
| <p>9. Agreements relating to the loan of tools and plant to contractors and others.</p>  | <p>By Executive Engineers.</p>  |
| <p>10. Contracts and other instruments relating to house-building advances.</p>  | <p>By the authorities competent to grant the advances.</p>  |
| <p>11. Agreements relating to the sale of water from Government water-supply schemes.</p>  | <p>By Chief Engineers, Superintending Engineers, Executive Engineers, and Electrical Engineers.</p> |
| <p>12. Instruments connected with the collection of farming of tools at bridges or ferries or other means of communication provided by Government.</p>   |   |
| <p>13. Appointment letters of agreement with establishment other than gazetted officers.</p>   | <p>By Chief Engineers.</p>  |

*K—In the Public Works Department (Electricity Branch)*

1. Instruments relating to purchase, supply and conveyance or carriage of materials, stores and machinery.
  2. Instruments relating to the execution of works of all kinds connected with buildings, reservoirs, embankments; and instruments relating to the construction of water-works, the erection of machinery power and telephone lines and electrical equipment.
  3. Instruments connected with the reconveyance of property given as security.
  4. Leases of houses, land or other immovable property, provided the hiring of such houses, land or property has been sanctioned by competent authority.
  5. Security deposit agreements with the staff entrusted with the custody and handling of cash or stores.
  6. Agreements for the sale of energy with various Departments of the Government of India, the Punjab Government and local bodies.
  7. Agreement for the sale of energy with Indian States.
  8. Agreements for the sale of energy with consumers (General, Industrial and Bulk).
  9. Agreements relating to the loan of tools and plant to contractors and others.
  10. Bonds for auctioneers and security bonds for the due performance and completion of Works.
- } By the Chief Engineer, Deputy Chief Engineer and Divisional Officers.
- } By the Chief Engineer, Deputy Chief Engineer and Divisional Officers.
- } By the Chief Engineers.
- } By the Chief Secretary to the Punjab Government.
- } By the Chief Engineer and Divisional Officers.
- } By Divisional Officers.



## APPENDIX II

(Referred to in paragraph 1.108, Rule 5)

## Application Form

E.B. Form CA—

PUNJAB PUBLIC WORKS DEPARTMENT, ELECTRICITY  
BRANCH*Application for appearing in the Examination in Accounts of  
Officers of the Punjab Service of Engineers (Electricity  
Branch) for the year.....*

1. Full name of the candidate (in block letters) \_\_\_\_\_
2. Age on the 1st day of \_\_\_\_\_<sup>May</sup> of the year in which to be  
November  
examined \_\_\_\_\_
3. Name of the office in which employed \_\_\_\_\_
4. Date of joining the Electricity Branch \_\_\_\_\_  
Capacity \_\_\_\_\_
5. Date of appointment to the present post \_\_\_\_\_
6. Present pay and the scale of pay \_\_\_\_\_
7. Result of the previous examination [vide Rule 10(2)] \_\_\_\_\_
8. Date of application \_\_\_\_\_
9. Date signature of the applicant \_\_\_\_\_

*Recommendations of the Officer forwarding the application.*Endorsement No. \_\_\_\_\_, dated \_\_\_\_\_ of the office of  
the Executive Engineer, \_\_\_\_\_ Division \_\_\_\_\_FORWARDED in original to the Chief Engineer, Punjab, Public Works  
Department, Electricity Branch, for favour of disposal.Executive Engineer,  
\_\_\_\_\_ Division.*For use in the Head Office*Date of receipt in the H.O. \_\_\_\_\_  
Remarks by C.O. \_\_\_\_\_  
Orders by C.E. \_\_\_\_\_  
H.O. Serial No. of the accepted application \_\_\_\_\_  
Entered in the Register of accepted application by \_\_\_\_\_  
Intimation of acceptance sent to the candidate through the Head of his  
office, —vide letter No. \_\_\_\_\_, dated \_\_\_\_\_

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or Copy foil	
	<b>PUBLIC WORKS ACCOUNTS</b> <i>Forms continued</i>			
17	Road Metal Rate Book ..	10	..	Buildings and Roads only
18	Survey report of stores ..	..	5	
19	Sale Account ..	..	5	
20	<i>Abolished</i>			
21	Master Roll ..	10	..	
22	Casual Labour Roll ..	10	..	
23	Measurement Book ..	15	..	The period of 15 years fixed for the preservation of Measurement Books counts from the date of last entry
	Standard Measurement Book ..	..	..	These books are preserved as long as they contain measurements of any work in existence
24	First and final bill ..	10	5	Or, when relating to large projects, 5 years after closing of the estimate, whichever is later
25	Running Account Bill A ..	10	5	
24	Running Account Bill B ..	10	5	
27	Running Account Bill C ..	10	5	
27-A	Running Account Bill (Lump sum Contracts)	10	5	
27-B	Final Bill (Lump sum Contracts)	10	5	
28	Hand Receipts ..	10	5	Or, when relating to large projects, 5 years after closing of the estimates whichever is later
29	Pay bill of work-charged establishment ..	35	..	



No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or Copy foil	
	PUBLIC WORKS ACCOUNTS FORMS— <i>continued</i>			
43	Contractor's Ledger ..	10	..	
44	Detailed completion report ..	..	3	If any copies are retained under any local orders
45	Completion Statement of works repairs	..	3	
46	Registers of Revenue realized, refund of revenue and receipts and recoveries on Capital Account	5	..	
47	..	..	..	
48	Statement of rents recoverable in cash or by deduction from pay bills	..	5	Provided none of the balances are outstanding on date of destruction.
49	Register of rents of buildings and lands	5	..	
50	Consolidated treasury receipts	..	..	Divisional record is in Remittance Book.
51	Schedule of monthly settlement with treasuries	..	5	
52	Register of cheque/receipt books	5	..	After date of record of last completed copy foil entered in the register.
53	Transfer entry order ..	..	5	
54	Transfer entry book ..	5	..	
55	Advice of transfer	debit	5	5
		credit	..	5
56	Acceptance of transfer	debit	..	5
		credit	5	5
57	Register of transfers awaited	5	..	
58	Register of sanctions to fixed charges	5	..	
59	Register of miscellaneous sanctions	5	..	From date of completion
60	Register of Divisional Accountants Audit objections	5	..	Ditto
61	Schedule docket ..	5	..	Divisional record is in works abstracts

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS,
		Original or foil	Copy or Copy foil	
PUBLIC WORKS ACCOUNTS FORMS— <i>continued</i>				
30	Account of Petty Contractors	..	5	Irrigation Branch only
31	Indenture for secured advances	10	..	Stereo B. and R. No. 5 Or, when relating to large projects 5 years after closing of the estimate, whichever is later
32	Petty Works Requisition and Account	10	..	
33	Works Abstract A—For major works	10	..	Or, when relating to large projects, 5 years after closing of the estimate whichever is later
34	Works Abstract B—For minor works	10	..	Ditto
35	Detailed statement of materials compared with estimated requirements	10	..	Ditto
36	Outturn statement of manufacture	10	..	Ditto
37	Report of value and verification of unused materials	10	..	Ditto
38	Register of clearance of suspense account "Materials"	10	..	
39	Work slip (copy)	..	3	After closing of the accounts of works concerned.
40	Registers of works—For major works	10	10	After closing of estimate expenditure relating to any part of which is recorded therein. <i>Note.</i> —In the case of Buildings and Roads Branch record of detail of expenditure incurred,— <i>vide</i> instruction issued by Chief Engineer, Buildings and Roads, should be kept before destruction
41	Register of Works B—For minor works	10	..	After closing of estimate expenditure relating to any part of which is recorded therein
42	Register of Manufacture	10	..	

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
	<b>PUBLIC WORKS ACCOUNTS FORMS—continued</b>			
78	Schedule of deposits .. .. .	..	..	Divisional record is in Deposit Register
79	Schedule of Deposits (Alternative form) .. .. .	..	..	Ditto
80	Monthly Account .. .. .	..	5	
81	Abstract Book .. .. .	..	..	The use of this Form is optional
82	Extract from Contractor's Ledger .. .. .	..	..	Divisional record is in Ledger (Form 43)
83	List of accounts submitted to audit .. .. .	..	5	
84	Divisional Officer's report of scrutiny of accounts .. .. .	..	5	
85	Register of interest bearing securities .. .. .	10	..	Counting from the date of completion in all respects
86	Account of interest bearing securities .. .. .	..	..	The Divisional record is in the register (Form 85)
87	Indent for service postage stamps .. .. .	3	..	
88	.. .. .	..	..	
89	.. .. .	..	..	
90	.. .. .	..	..	
91	Annual certificates of balances .. .. .	..	5	
92	Register of measurement books, Part I, for ordinary book .. .. .	10	..	After completion of the register
	'II' Standard measurement books .. .. .	Permanently	..	
93	List of monthly Sub-Divisional Accounts .. .. .	5	..	
94	Detailed list of— A— For major works, works abstracts .. .. .	5	..	
	B— For minor works petty works requisition and accounts .. .. .	..	..	

No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
<b>PUBLIC WORKS ACCOUNTS FORMS—continued</b>				
62	Schedule docket for percentage recoveries	..	..	Divisional record is in Transfer Entry Book
63	Schedule of works expenditure (Office copy)	..	5	
64	Schedule of works expenditure (Pair copy)	..	..	Divisional record is in office copy (Form No. 63)
65	Schedule of deposit works	..	5	
66	Schedule of Taccavi Works	..	5	Irrigation Branch only
67	Suspense Register Deposit	..	5	Provided none of the balances are outstanding on date of destruction
68	Schedule of purchases	..	..	Divisional record in Suspense Register
69	Schedule of purchases (Alternative forms)	..	..	Ditto
70	Schedule of Miscellaneous Public Works Advances	..	..	Ditto
71	Schedule of London Stores	..	5	Following the limit for Suspense Register
72	Schedule of debits to stock	..	5	
73	Stock Account	..	5	
74	Classified abstract of expenditure	..	5	
75	Schedule of rents of buildings and lands	..	..	Divisional record is in the register (Form 49)
76	Schedule of <sup>debits</sup> to miscellaneous heads of Accounts <sub>credits</sub>	..	5	
77	Schedule of <sup>debits</sup> to remittances <sub>credits</sub>	..	5	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
VERNACULAR RECORDS				
1	Vernacular imprest cash book. . .	3	..	Irrigation Branch only
2	Roznamcha of Zilladar and Patwari	3	..	
3	Register of Tawan Behi ..	3	..	
4	Register of remission and addition and seasonal papers of Zilladar's office	5	..	
5	Gauge register ..	Not to be destroyed	..	
6	Register of closing outlets ..	2	..	
7	Challan for dak ..	2	..	
8	Register of chakbandi and shajrahs	After completion of two settlements	..	
9	Register of Tanazas ..	3	..	
10	Pay bills of Patwaris ..	3	..	
11	Register of Dak ..	3	..	
12	Delta Register ..	Not to be destroyed	25	
13	Register of shudkar ..	1	..	
14	Register of Patta books ..	3	..	
15	Naksha No. 13—A (Tesdiq and Taqsim Parchas)	3	..	
16	Register of Naqsha No. 15 ..	3	..	
17	Register of Kham and Pukhta partal	3	..	
18	Receipts for Lambardari fees ..	5	..	
19	Register No. 3, parganawar ..	10	..	
20	Naqsha half-yearly submitted by the Zilladars	3	..	
21	Miscellaneous papers unimportant filed in office	3	..	
22	Warrant books ..	3	..	



No. of Forms	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or copy foil	
	<b>PUBLIC WORKS ACCOUNTS FORMS—concluded</b>			
95	Register of miscellaneous recoveries	5	..	These memos will be posted to the respective registers.
96	Memorandum of Review of registers	..	..	
97	Register of destruction of record	Permanently	..	Office copies are not to be kept.
98	Confidential report on the work and conduct of Divisional Accountants	..	..	

*Note.*—The Audit Office has been consulted with regard to the periods fixed for the preservation of Accounts forms.

## STATEMENT SHOWING THE MINIMUM PERIODS FOR WHICH OFFICIAL RECORDS IN THE ELECTRICITY BRANCH SHOULD BE PRESERVED

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	E.B. FORM C.A.				
1	1	Indent ..	10	5	
2	2	Enquiry ..	..	3	
3	3	Purchase Order ..	..	5	The period of 5 years counts from the date of last entry.
4	4	Railway Receipt Register ..	5	..	
5	5	Stock Measurement Book ..	15	15	
6	6	Bin Cards ..	5	..	The period of 5 years counts from the date of last entry.
7	7	Stock Receipts Abstract ..	5	..	
8	8	Stores Requisition ..	10	5	
9	9	Stores Return Warrant ..	10	5	
10	10	Stores Transfer Warrant ..	10	5	
11	11	Stock Issues Abstract ..	5	..	
12	12	Stock Balance Return ..	5	..	(C.A. 12 and C.A. 13 have been amalgamated into C.A. 12).
13	14	Short Stock Report ..	5	..	P.W.A. Form 12 is being used for the present.
14	15	Half-yearly Stock Return ..	5	..	
15	16	Stores Control Book or Card ..	5	..	
16	17	Stores Challans ..	10	5	
17	18	Stores Price Fixing Card ..	5	..	
18	19	Stores Classification List ..	Permanently	..	
19	41	Sundry Charges and Allowances Register ..	10	..	The period of 10 years counts from the date of last entry.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATIONS		REMARKS
		Original or foil	Copy or counter-foil	
	VERNACULAR RECORDS— <i>concl'd</i>			
23	Correspondence between Zilladar and Patwaris	1	..	Irrigation Branch only
24	Outlet Register Vernacular and English	Not to be destroyed	..	
25	File Book of Circular Orders ..	Ditto	..	
26	Tools and Plant Register ..	Ditto	..	
27	Miscellaneous Chakbandi, old and new	Ditto	..	
28	Register of bonus of Patwaris ..	5	..	
29	Receipt and issue of Vernacular forms with Ahlmad	3	..	
30	Receipt and issue of country stationery	3	..	
31	<i>Punjab Government Gazette</i> , Vernacular	In Divisions at Headquarters of Circle office 3 years and in others, 20 years.	..	
32	Naqsha No. 13 (Receipt for distribution of Purchas)	3	..	
33	Shudkar Khaarabs ..	3 unless for special reasons a longer period is prescribed by the Superintending Engineer.	..	

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	E.B. FORM C.S.— <i>contd.</i>	SALES— <i>contd.</i>			
31	I(b)	Application and Agreement for Industrial Supply (Executed)	10	..	The period of 10 years will count from the date of permanent disconnection of the consumer.
32	I(c)	Application and Agreement for Bulk Supply (Executed)	10	..	Ditto
33	I(d)	Agreement for Public Lighting (Executed).	10	..	Ditto
34	I(e)	Application and Agreement for Temporary Supply (Executed)	2	..	Ditto
35	2	Service Register	10	..	The period of 10 years counts from the date of last entry.
36	3	Request for Establishment of Credit.	3	3	After the consumer is disconnected permanently.
37	4	Justification Slip	5	5	
38	5	Intimation of Acceptance of Application.	3	3	
39	6	Intimation of non-acceptance of Application	3	3	
40	7	Service Estimate (Sanctioned)	10	..	After the consumer is disconnected permanently.
41	10	Wiring Contractors Test Report and Branch's Installation Test Order.	3	3	C.S. 10 and C.S. 11 have been amalgamated into C.S. 10.
42	12	Service Connection Order	3	3	
43	13	Meter Test Order	3	3	
44	14	Meter Change Order	3	3	
45	15	Fuse Replacement Order	3	3	
46	16	Disconnection Order	3	3	

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			years		
			Original or foil	Copy or counter-foil	
20	E.B. FORM C. A— concl'd 42	Consumer's Ledger	10	..	*The period of one year counts from the date of issue of each bill provided the bill has not been disputed during this period and has been paid in full. In the case of disputed bill, the period for preservation will be one year from the date of issue of the disputed bill or up to the date of the final settlement of the dispute, which ever is later.
21	43(b)	Consumer's bills for Industrial Supply	..	1*	
22	44	Consumer's Cash Book	20	..	
23	45	Consumer's Peon Book	3	..	
24	46	Abstract Return	5	5	
25	50	Time Sheet	10	..	
26	51	Job Cost Sheet	10	..	
27	52	Revenue Statement	5	5	
28	53	Estimate for cost of energy required for local distribution schemes (sanctioned)	10	..	
29	54	Consumer's Receipt Bill Book	..	1	
	E.B. FORM C.S.—	SALES			
30	1(a)	Application and agreement for General Supply (Executed).	10	..	The period of 10 years will count from the date of permanent disconnection of the consumer.

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	
	<b>E.B. FORM C.D.— concl'd</b>	<b>DEVELOPMENT— CONCLD</b>			
62	2	Load Survey (Rural) ..	10	..	
63	3	Consumer's Load Sheet ..	10	..	
64	4	Irrigation Pumping Enquiry	10	..	
65	5	Preliminary Load Survey (General Supply).	10	..	
66	6	Consumer's Cost Sheet ..	10	..	
	<b>E.B. FORM H.E.</b>	<b>WORKS</b>			
67	1	Estimate (Double Sheet) ...	5	..	5 years from the date of completion of the works.
68	4	Comparative Abstract of Tenders	5	..	
69	5	Estimate (Single Sheet) ..	5	..	
70	A.S.C.	Request for making extra high and high pressure apparatus dead	2	1	
71	B-SC	Switching Instructions ..	1	1	
72	B-SC(a)	Permit to work ..	2	1	
73	B-SC(b)	Ditto ..	2	1	
74	B-SC(c)	Ditto ..	2	1	
75	E-Sc	Caution Notice ..	2	1	
76	D-SC-7	Danger Notice ..	2	1	
77	W-01	General Diary (not printed) ..	1	1	
78	W-02	Fault Report ..	Perma- nent Perma- nent 3		
79	W-03	Fault Register ..			
80	W-04	Daily Report of the Working in Telephone system		3	3

Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter foil	
	F.B. FORM C.S.— <i>concl'd.</i>	SALES—CONCLD.			
47	17	Reconnection Order ..	3	3	
48	18	Sundry Jobs Order ..	5	5	
49	19	Meter Reading Record ..	10	..	The period of 10 years counts from the date of last entry.
50	20	Meter Card ..	2	..	The period of 2 years counts from the date of last entry.
51	21	Meter Movements Card ..	5	..	The period of 5 years counts from the date of last entry.
52	22	Application Return (Monthly)	5	3	
53	23	Connection Return (Monthly)	5	3	
54	24	Connected Load Register ..	5	..	The period of 5 years counts from the date of last entry.
55	25	Notice regarding non-delivery of bill.	5	5	
56	26	Access to Consumer's premises	5	5	
57	27	Intimation of Shut Down ..	3	..	From the date of shut down.
58	29	Meter Sealing Record ..	5	5	
59	30	Caution-Electric Wires and Apparatus.	5	5	
60	31	Notice to disconnect ..	5	5	
		DEVELOPMENT			
61	E.B. FORM C.D. 1	Load Survey (Urban) ..	10	..	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE			
1	Civil List ..	1	..	
2	Station Dak Book ..	1	..	U.F. No. 20.
3	Daily Weather Reports ..	1	..	
4	Journal of the occupation and duties of officers	2	..	
5	Annual indents for estimates of English Stores	2	..	
6	Divisional Officer's indent for printed forms of accounts	2	..	A.G.O.F. 149 Routine.
7	Indent for cheque books ..	2	..	I.B. only.
8	Application for sanction to purchase European Stores in India	3	..	Stereo I.B. No. 7 and Stereo B. and R. No. 4.
9	Memo. of work done and material supplied	5	..	
10	Stock book of manual and general forms	3	..	
11	Public Works Department Code	Latest edition only to be retained	..	
12	Defaulter's book ..	20	..	I. B. only.
13	Circular files of Superintending Engineer	20	..	
14	Circular files of the Punjab and the Central Governments, Chief Engineer, Public Works Department, Accountant-General, Punjab, and other Provincial Governments	To be retained permanently	..	
15	All records relating to claims of service, such as Personal Files, Service Books, Qualification Reports, Personal Registers, Recommendation Rolls, Character Sheets, etc., of gazetted			



Serial No.	Form No.	Description	MINIMUM PERIOD FOR PRESERVATION		REMARKS
			Years		
			Original or foil	Copy or counter-foil	

## WORKS—CONCLD

## E.B. FORM C.D.—conclD

81	W-05	Weekly Telephone Battery Report	1	1	
82	W-06	Patrol Book	3	..	
83	W-07	Weekly Report (stationery batteries of 120 cells and under)	1	1	
84	W-08	Equipment Maintenance Register	Perma- nent	..	
85	W-09	Line Maintenance Register	Do	..	
86	G-Sc(a)	Daily Log Sheet Shalamar Receiving Station	5	..	
87	G-Sc(b)	Daily Log Sheet Shalamar Receiving Station 11kV. Switch board and synchronous Condensers	5	..	
88	G-Sc(c)	Daily Log Sheet Amritsar Receiving Station	5	..	
89	G-Sc(b)	Daily Log Sheet (General)	5	..	
90	G-Sc(e)	Daily Log Sheet Shanan Power House 11kV. System	5	..	
91	G-Sc (f)	Daily Log Sheet Shanan Machine Room	5	..	
92	G-Sc(g)	Daily Log Sheet Shanan 66 kV. Sub-Station	5	..	
93	W-0-16	Daily Log Sheet 33 kV. Sub-Station	5	..	
94	W-0-17	Daily Log Sheet 11 kV. Ring Sub-Station	5	..	

## ESTABLISHMENT

95	A-1	Report on the conduct and qualifications of Divisional Officers			As per item No. 15 under General Forms prescribed by Punjab Government.
96	A-2	Report on the conduct and qualifications of Engineers			
97	A-3	Annual Report on the qualifications of Clerical and Drawing Establishment			
98	A-4	Annual Report on Technical non-gazetted staff			

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE—contd			
23	Punjab Government Gazette ..	In Divisions at the Headquarters of the Circle Office 3 years and in others 20 years	..	
24	Irrigation Branch Memo Files ..	30 years in Divisional Offices and permanently in Circle Offices	25	Irrigation Branch only.
25	List of surplus stores ..	1	..	
26	Circle Irrigation Operation statement	3	..	I.B. only. Stereo I.B. No. 268.
27	Circle and Divisional half-yearly <i>kharaba</i> report	3	..	I. B. only.
28	Divisional and Circle monthly narrative progress report	20	..	Stereo I. B. Nos. 184 and 185.
29	Records of experiments and observations attached to the progress report	Not to be destroyed	40	I.B. only.
30	Indent for special forms ..	2	..	
31	Indent for standard forms ..	2	..	Stereo I.B. No. 274 and Stereo B. and R. No. 69.
32	Correspondence and indents for English stationery	2	..	
33	Check measurement statements ..	2	..	I.B. only. Stereo I.B. No. 307.
34	Distributary discharge statement	Not to be destroyed	40	Ditto
35	Note-books ..	20 years. Experiments of importance to be noted in separate book and placed in files.	..	I.B. only.
36	Discharge books ..	Ditto]	..	Ditto

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARK
		Original or foil	Copy or counter-foil	
15— <i>concl'd</i>	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>cont'd</i>			
	and non-gazetted, permanent and temporary establishments—			
	(a) Who have retired permanently, or on completion of thirty years' service, or on reaching the age of superannuation	10	..	
	(b) Who have left service for any other reason, voluntarily or compulsorily	15	..	
	(c) Who have died	5	..	
16	Handbook of circulars and general orders and Civil Service Regulations and Punjab Financial Hand Books		..	On new edition being issued one copy each of the old editions to be kept for reference in Circle and Divisional Libraries and the remaining copies destroyed
17	Public Works Account Code Form-Book	Ditto	..	
18	Annual progress report on arboriculture	Ditto	..	
19	Public Works Department Classified List		..	Copies for personal use to be destroyed when new editions issue
20	Army lists	1	..	
21	Yearly list and distribution return of Punjab Irrigation Branch		..	One copy to be preserved in Circle and Divisional Offices
22	Receipts and Despatch Registers (both official and non-official)	40	..	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
53	Report of Inspection of the Divisional Office by the Superintending Engineer and the Accountant-General, Punjab and correspondence relating thereto	5	..	Standard I.B. Form No. 11 and Stereo B. and R. No. 61.
54	Quarterly Postal Guide ..	1	..	B. and R. only.
55	Quarterly Telegraph Guide ..	1	..	Ditto
56	Counterfoils of Telegraph messages	..	1	Ditto
57	Classified list of State Railway Establishment and Distribution Return of Establishment of all Railways Railway Departments (Railway Roads)	1	..	Ditto
58	Attendance Register ..	1	..	Buildings and Roads and I.B. only.
59	Government of India Gazette ..	3	..	For Workshops of Irrigation Branch.
		1	..	Building and Roads only.
60	Counterfoils or passes of permission to occupy Public Works Department Rest-houses	..	2	Stereo B. and R. No. 87.
61.	Annual statement of inferior pensionable servants in service on 1st April	..	2	B. and R. only.
62	Station correspondence book between the Divisional Officers and Sub-Divisional Officers.	2	..	Ditto
63	Nil forms ..	2	..	Ditto
64	Composition Passes ..	2	..	Ditto
65	*Small size Note-books ..	8	..	Ditto

\*Note-books containing unimportant data need be recorded for more than a year, and may be destroyed at the end of this period after they have been carefully examined by the Divisional Officers.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
37	Level and field books ..	Never to be destroyed	40	I.B. only.
38	Correspondence regarding indents for rubber-stamps	2	..	
39	Half-yearly Irrigation Operation statements	20	..	I.B. only. Stereo I.B. No. 263-67.
40	Half-yearly Form No. V ..	3	..	I.B. only. Stereo I. B. No. 55.
41	Monthly lists of unanswered references	1	..	Stereo I.B. Nos. 129, 130 and and Stereo B. and R. No. 1.
42	Correspondence regarding Hot Weather Leave	2	..	
43	Correspondence regarding Hot Weather Establishment	2	..	
44	Correspondence regarding promotion recommendation to 1. of permanent and temporary establishment, etc. Letters forwarding and acknowledging receipts of P.R. roll books, etc.	2	..	
45	Bonus statement of Patwaris ..	5	..	I.B. only.
46	Half-yearly Form No. VI ..	1	..	Ditto
47	Half-yearly Form No. VIII ..	3	..	Ditto
48	Transfer papers of Divisional and Sub-Divisional Officer	6	..	Stereo B. and R. No. 80.
49	Telegraph receipts and despatch registers	3	..	Stereo I.B. Nos. 193 and 194.
50	Gauge registers ..	Not to be destroyed	..	I.B. only. Stereo I.B. No. 211.
51	Gauge Cards ..	6 months from the date to which the card relates	..	
52	Report of Inspection of the Sub-Divisional Office by the Divisional Officer and correspondence relating thereto	5	..	Standard I.B. Form No. 313 and Stereo B.&R. No. 11.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy B or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
79	Correspondence regarding minor works annual and petty repairs	5. Latest edition only to be retained	..	B. & R. only
80	Gazetteers ..	Permanently	..	Ditto
81	Printed List of periodical returns due to and from Divisional and Circle Offices	5. Latest edition only to be retained	..	Ditto
82	Punjab Famine Code ..	Ditto	..	Ditto
83	Army Regulations, India ..	Ditto	..	Ditto
84	Official report of the Punjab Legislative Assembly Debates and Indices thereto	10	..	Ditto
85	Sounding Register of Bridges ..	Not to be destroyed	..	} .B. only.
86	Probing Register ..	Ditto	..	
87	Lime Test Register ..	Ditto	..	
88	Register of river training Gauges	Ditto	..	
89	Register of soundings at Head-works	Ditto	..	
90	Register of trees ..	Ditto	..	
91	Stone Register ..	10	..	
92	Monthly Rainfall statement ..	3	..	
93	Monthly share statement of Bikaner State	10	..	
94	Ten days share statement of Patiala State from the Sirsa Branch, Western Jumna Canal	10	..	
95	Register of Lambardari Fees ..	3	..	
96	Register of Remission ..	3	..	
97	Statement of mileage of channels	10	..	
98	Report of daily supplies in Patiala Division to the Cis-Sutlej States	10	..	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i>			
66	Director-General of Stores Rate Lists, Classes A to G	3	..	B. and R. only.
67	Annual Report of the Working of District Boards	3	..	Ditto
68	Divisional Progress Reports ..	3	..	Stereo B. and R. Nos. 51 and 52.
69	Annual report of the Working of the Public Health Administration in the Punjab	3	..	Ditto
70	Registers of tenders received ..	3	..	Stereo B. and R. No. 3 and Stereo I.B. No. 418.
71	Tenders accepted ..	For the period of preservation prescribed for the work order issued or the contract executed thereon	..	I.B. only.
72	Tenders unaccepted ..	Completion of the work or subject to the exercise of audit check whichever is later	..	Ditto
73	* Transfer, etc., Orders ..	3	..	B. and R. only.
74	Divisional Officer's acknowledgment of responsibility	..	5	Ditto
75	Road Inspector's Note-book ..	3	..	Ditto
76	Annual Administration Report of the Railways in India	5	..	Ditto
77	Annual report on the working of Municipalities	5	..	Ditto
78	List of officers occupying public buildings (copy)	..	5	Ditto

\* May be retained longer at the discretion of the Head of Office.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
104	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE—concluded Applications for employment ..	2	..	(1) Only for Irrigation Branch. (2) Original certificates wherever found are to be returned to the applicants.
105	Headworks Log-book ..	Permanently ..	..	Irrigation Branch only.



Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
99	GENERAL FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER RECORDS OF A GENERAL NATURE— <i>contd</i> Ten days account of water of Rotational Turn in Day cusecs	10	..	For Sirhind Canal only.
100	Zilladar's Outlet Note-book	5	..	I. B. only. The period to count from the date of submission of the note-book to the Divisional Office for record.
101	Subordinate's Outlet Note-book	5	..	
102	Register of progress and instruction	..	5	Provided the Sub-Divisional Officer certifies that no claim has been put in during the preceding 3 years (Buildings and Roads only).
103	Originals of inland paid telegrams	Three months from the month following that during which the telegrams were handed in or the period up to one month after check by the Inspection Officer at the time of local annual accounts inspection of the Division by the Accountant-General which ever period is longer of the two. If however application is made by an interested party prior to destruction the period of preservation shall be extended as indicated in rule 13 of the Rules for dealing with paid telegrams from the public.	..	Only for Irrigation Branch telegraph offices open to the public.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			£
10	Daily reports ..	10	..	Stereo I.B. No. 217
11	Register of sanctions and appropriations	3	..	B.M. Form No. 26.
12	Supplement to Sub-Divisional Stock Register	5	..	
13	Divisional Stock Sub-Ledger ..	5	..	
14	Civil Officers' abstract of receipts and disbursements	..	5	
15	Civil Officers' Cash Book ..	..	20	I.B. only.
16	Monthly return for stores purchased	..	3	Stereo I.B. No. 29.
17	Statement of payments made in England	8	..	
18	Treasury Pass Book ..	3	..	
19	Supplement to balance return of Tools and Plant	5	..	Stereo I.B. No. 333
20	Expenditure against Budget grants	..	5	B.M. Forms Nos. 31 and 40
21	Schedule of General Provident Fund	..	5	
22	List of petty works ..	..	[5	I.B. only. Stereo I.B. No. 298.
23	Register of sanctions to estimates	5	..	
24	Capital and Revenue account of buildings	..	5	
25	Abstract of establishment charges	..	5	
26	Vouchers for Lambardari fees paid by Civil Department	10	..	I.B. only.
27	Correspondence relating to accounts documents			To be destroyed when documents are destroyed, provided they contain no Standing Orders, etc.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS			
1	Letters authorizing Treasury Officers to afford credit to Sub-Divisional Officers	..	2	I. B. only. Stereo I. B. No. 181.
2	Pay Bills	..	35 years in the case of Government servants for whom no establishment returns are submitted and no service books or service rolls are maintained and 6 years in other cases	Stereo A.G. No. 74 (b).
3	Statement of Income-tax	..	2	
4	Bill for travelling allowances	..	3	Stereo A.G. No. 90 (for non-Gazetted Officers) Stereo A.G. No. 80 (for Gazetted Officers).
5	Contingent Bill	..	5	Stereo A.G. No. 97 (b).
6	Application for re-appropriation	..	2	
7	Civil Officers' bill for Public Works	10	5	
8	Reports of expenditure on contribution works	..	2	
9	Civil Officers' application for funds	2	..	

	Out estimate should be kept for ever	years but in case of estimates 40 years	
41 Register of service postage stamps	3	..	Stereo I.B. No. 96 and Stereo B. and R. No. 6.
42 Account Book of Stationery ..	1	..	
43 Printed Budget Estimates of Civil Works and repairs (Provincial)	1	..	B. and R. only.
44 Account Book for receipt and consumption of fuel, wood, coal, etc., for office fires	2	..	Ditto
45 Sanctioned estimate and connected correspondence for repairs and carriage of Tools and Plant	2	5	B. and R. only.
46 Sanctioned estimates and connected correspondence for new supply of Tools and Plant	2	5	Ditto
47 Account Book of dusters, file baskets, waste-paper baskets, dak bags, etc.	2	..	
48 Transfer report of Accountants ..	3	..	
49 Invoice of English Stores ..	3	..	
50 Sanctioned estimate and connected correspondence for :—	..	..	
(i) Annual Repairs to Buildings and Roads	..	10	B. and R. only.
(ii) Special repairs to Buildings and Roads with plans, if any	..	Ditto	
(iii) Minor works in connection with Buildings and Roads with plans, if any	..	..	
		In cases involving acquisition of land to be preserved for ever and in others to be destroyed after 40 years	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
28	Budget files, Circle Offices ..	5	..	
29	Budget files, Divisional Offices ..	5	..	
30	Rate lists ..	Orders to be passed by S.Es., in each case	..	
31	Counterfoils of work orders ..	7 years from date of return to office completed or date of last claim if subsequent	..	Stereo B. and R. No. 34 Stereo I.B. No. 9 Stereo I.B. No. 9-A
32	Bill books ..	5 years from date of last entry	..	I.B. only. Stereo I.B. No. 311.
33	Schedule of rates ..	20	..	..
34	Office copies of mill rent bills. Counterfoils of mill rent bills	6 years from the completion	..	I.B. only. Stereo I.B. No. 262
35	Revenue Form No. VI—Monthly Statement showing water rates realized	1	..	I.B. only. Stereo I.B. No. 56.
36	Revenue Form No. VII—Monthly Statement of Demands, Remissions and realisations of water rates	3 years from the date of last entry	..	I.B. only. Stereo I.B. No. 58.
37	Working Statistics and Administration Reports	In Divisional Offices after 10 years. In Circle Offices (copies should be retained permanently)	..	
38	Correspondence relating to disputed cases of contractors	7	..	
39	Correspondence regarding estimates chargeable to maintenance and repairs	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	I.B. only.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
40	Correspondence regarding estimates for tools and Plant	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	I.B. only.
41	Register of service postage stamps	3	..	Stereo I.B. No. 96 and Stereo B. and R. No. 6.
42	Account Book of Stationery ..	1	..	
43	Printed Budget Estimates of Civil Works and repairs (Provincial)	1	..	B. and R. only.
44	Account Book for receipt and consumption of fuel, wood, coal, etc., for office fires	2	..	Ditto
45	Sanctioned estimate and connected correspondence for repairs and carriage of Tools and Plant	2	5	B. and R. only.
46	Sanctioned estimates and connected correspondence for new supply of Tools and Plant	2	5	Ditto
47	Account Book of dusters, file baskets, waste-paper baskets, dak bags, etc.	2	..	
48	Transfer report of Accountants ..	3	..	
49	Invoice of English Stores ..	3	..	
50	Sanctioned estimate and connected correspondence for :—	..	..	
	(i) Annual Repairs to Buildings and Roads	..	10	B. and R. only.
	(ii) Special repairs to Buildings and Roads with plans, if any	..	Ditto	
	(iii) Minor works in connection with Buildings and Roads with plans, if any	..	In cases involving acquisition of land to be preserved for ever and in others to be destroyed after 40 years	

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
28	Budget files, Circle Offices ..	5	..	
29	Budget files, Divisional Offices ..	5	..	
30	Rate lists ..	Orders to be passed by S.Es., in each case	..	
31	Counterfoils of work orders ..	7 years from date of return to office completed or date of last claim if subsequent	..	Stereo B. and R. No. 34 Stereo I.B. No. 9 Stereo I.B. No. 9-A
32	Bill books ..	5 years from date of last entry	..	I.B. only. Stereo I.B. No. 311.
33	Schedule of rates ..	20	..	
34	Office copies* of mill rent bills. Counterfoils of mill rent bills	6 years from the completion	..	I.B. only. Stereo I.B. No. 262
35	Revenue Form No. VI—Monthly Statement showing water rates realized	1	..	I.B. only. Stereo I.B. No. 56.
36	Revenue Form No. VII—Monthly Statement of Demands, Remissions and realisations of water rates	3 years from the date of last entry	..	I.B. only. Stereo I.B. No. 58.
37	Working Statistics and Administration Reports	In Divisional Offices after 10 years. In Circle Offices 7 copies should be retained permanently.	..	
38	Correspondence relating to disputed cases of contractors	7	..	
39	Correspondence regarding estimates chargeable to maintenance and repairs	After 5 years but estimate should be kept for ever	After 5 years but in case of estimates 40 years	.B. only.

Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>Concid</i>			
64	Journal for jobs executed at the Workshop	5	..	For Superintendent, Central Workshops Division, only.
65	Time sheets ..	5	..	
66	1 Cost slip and 4 Workshops warrants	5	..	
67	Invoices ..	5	..	
68	Work Order Register (Small)	7	..	
69	Material allocation sheets ..	5	..	
70	Stores Indents ..	5	..	
71	Purchases Day Book ..	5	..	
72	Sales Day Book ..	5	..	
73	Journal ..	20	..	
74	Debtors Ledger ..	20	..	
75	Creditors Ledger ..	20	..	
76	General Ledger ..	20	..	
77	Invoices Register ..	5	..	
78	Stores Ledger ..	5	..	
79	Second Hand Tools and Plant Register	5	..	
80	Goods reserved sheets ..	10	..	

*Note.*—The Audit Office has been consulted with regard to the period fixed for preservation of Accounts Forms.



Item No.	Description	MINIMUM PERIOD FIXED IN YEARS FOR PRESERVATION		REMARKS
		Original or foil	Copy or counter-foil	
	ACCOUNTS FORMS PRESCRIBED BY THE PUNJAB GOVERNMENT AND OTHER ACCOUNTS RECORDS— <i>contd</i>			
	(iv) Major works in connection with Buildings and Roads with plans	5	For ever	
51	Famine Accounts, Initial Accounts	5	..	B. and R. only.
52	Famine Naib-Tahsildar's Cash Book	5	5	Ditto
53	Contract Agreements ..	10	..	B. and R. only, Stereo Nos. 28, 29 and 30, etc.
54	Mill Leases	7 years after completion	..	I.B. only.
55	Brick burning agreements }		..	
56	Rental agreements for land or kiln	Ditto	..	Ditto
57	Agreement concerning sale of wood from canal plantation	Ditto	..	Ditto
58	Work Books ..	20	..	B. and R. only
59	Last pay certificate ..	..	2	
60	Correspondence regarding objectionable items statement	3	..	
61	Credit notes ..	..	5	From the date of last counterfoil in the book.
62	Register of unpaid wages ..	5	..	Irrigation Branch only. The period of preservation is to be counted from the date of completion of the register.
63	Public Works Department Rest House Visitors book (Stereo B. and R. Form No. 88).	3	..	Buildings and Roads Branch only. The period of three years is to be counted from the date of completion of the book.

---

---

**APPENDIX IV**

**(Referred to in paragraph 1.165)**

---

*List of Periodical Returns Printed separately*

---

---